

EXAMINATION ANNOUNCEMENT



CALIFORNIA HOUSING FINANCE AGENCY
California State Government

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

HOUSING FINANCE ASSISTANT (RENTAL)
OPEN SPOT EXAMINATION FOR SACRAMENTO

Who Should Apply	Individuals who meet the minimum qualifications (Requirements for Admittance to the Exam) listed below and who have not tested for this classification within the last 12 months.
How to Apply	<div>Submit a standard Examination Application (STD 678) to:</div> <div>California Housing Finance Agency Attn: Exam Analyst P. O. Box 4034 Sacramento, CA 95812</div> <div>If you prefer to apply in person, the Personnel Office is located at 1415 L Street, 5th floor; do not use this as a mailing address.</div> <div>Note: All applications must include “to” and “from” dates (month/year), time-base, and position title and description for each relevant position held. We will be unable to process your application without this information. <u>Please indicate Exam Code 10346CV in your application.</u></div>
Final File Date	<div>September 15, 2006 is the final file date. Completed applications (Form 678) must be postmarked no later than the final file date. Applications postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason.</div> <div>If you have a disability and need special testing arrangements, mark the appropriate box on the Examination Application (STD 678). You will be contacted to make specific arrangements.</div>
Salary	\$3418-4155
Position Description	<div>The Housing Finance Assistant is assigned to do technical, analytical work in one or more broad program areas within CalHFA. Incumbents perform duties involving the following areas:</div> <div>Multifamily Perform loan quality duties involving escrow procedures, title insurance, CalHFA and HUD (Housing and Urban Development) requirements and standard loan documentation.</div> <div>Homeownership Perform eligibility compliance reviews on single family loans submitted by lenders; follow up with lenders on incorrect or missing loan documents; and may perform duties involving loan servicing, servicing audits and real estate owned properties.</div> <div>Loan Servicing Review loan documents to ensure Agency lien position. Correct origination issues by contacting title company and/or lenders. Enter data into Excel spreadsheet for tracking purposes. Process and prepare lien releases. Notify borrowers that CalHFA has requested payoff of a subordinate lien and refer file to the Trustee to initiate foreclosure. Prepare reconveyance and send out copies of documents upon request.</div>
Requirements for Admittance to the Examination	<div>Note: Unless otherwise stated, applicants must meet exam entrance requirements by the final file date.</div> <div>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an exam as meeting 100% of the overall experience requirement.</div> <div>Experience Either I: In California state service, one year of experience performing the duties at a level of responsibility not less than that of a Housing Finance Trainee. Or II: One year of experience performing technical work in the field of mortgage document transactions which includes one or a combination of the following: real estate and/or escrow transactions not limited to title work; single or multifamily loan packaging; the review and processing of mortgage applications. and</div> <div>Education Equivalent to graduation from college, preferably with specialization in public or business administration, accounting or economics. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equals two years of education.)</div>

* SEE REVERSE SIDE FOR ADDITIONAL INFORMATION *

Examination Information	<p>This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.</p> <p>QUALIFICATIONS APPRAISAL – WEIGHTED 100%</p> <p>Competitors who do not appear for the qualifications appraisal interview will be disqualified.</p>
	<p>Note: Applicants are required to bring a photo ID or two forms of identification to each phase of the exam process</p>
Competition Restrictions	<p>A candidate may be tested only once per year.</p>
Scope	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:</p> <p>Knowledge of:</p> <ul style="list-style-type: none">• The policies and operations of the California Housing Finance Agency• Real estate transactions, including appraisal and property evaluation techniques• The mortgage loan market and basic mortgage loan procedures, especially multiunit dwelling commercial and conventional loan procedures• Methods, principles, terminology used in appraising, buying, selling, financing, leasing, repossessing and managing real property• Factors affecting property values and real estate trends• Mortgage credit requirements• Local rental markets• Affirmative marketing procedure and policies <p>Ability to:</p> <ul style="list-style-type: none">• Perform various calculations with regard to mortgage financing• Analyze data and draw sound conclusions• Prepare clear, complete and concise reports• Establish and maintain cooperative relationships with others• Analyze income property feasibility• Speak and write effectively
Eligible List	<p>An eligible list will be established for CalHFA. Successful competitors are merged into the existing eligible list in order of final scores, regardless of the test date. List eligibility will expire 12 months after it is established.</p>
Veterans Preference	<p>Veterans preference credit will be granted in this exam.</p>
Questions?	<p>Contact Lisa Bixler at lbixler@calhfa.ca.gov or 916-322-1948.</p> <p>California Relay (Telephone) Service for the Deaf or Hearing-impaired. From TDD phones: 800-735-2929. From voice phones: 800-735-2922.</p>

GENERAL INFORMATION

It is the candidate's responsibility to contact the **CalHFA - Exam Analyst (916) 322-1948** three days prior to the written last date if he/she has not received his/her notice.

For an exam without a written feature it's the candidate's responsibility to contact the **CalHFA- Exam Analyst (916) 322-1948** three weeks after the final file date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of interview due to a verified postal error, they will be rescheduled upon written request.

If you meet the requirements stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil services status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open non-promotional exams. Credit in **open** entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **open non-promotional** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. If you established your veteran's eligibility with the State Personnel Board before August 21, 1994, you must **reapply**. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits. Directions for applying for veterans' preference points are on the veteran preference application form (Form 1093), which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served on full year in or are graduates of the California Conservation Corps (eligibility shall expire 25 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the exam. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application for STD 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EXAMINATION ANNOUNCEMENT

Housing Finance Assistant (Rental)

BULLETIN RELEASE DATE: August 18, 2005

* SEE REVERSE SIDE FOR ADDITIONAL INFORMATION *